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MEMORANDUM

TO: Members of SWOG
FROM: SWOG Operations Office
DATE: November 2017
SUBJECT: Policy and Procedure Revisions

The following SWOG policies have been revised as summarized below. These and all policies can be viewed and printed from the Group's web site at <http://swog.org/Visitors/Policies.asp>.

Policy Revision Summation

Policy 2 Constitution/Bylaws

This policy has been revised to update terminology to make it consistent with current usages, to eliminate Group Chair mid-cycle review (the NCTN and NCORP grant renewal scores serves for this purpose), to add SLAI representation to BOG, and we have updated the committee structure to have Administrative Committees and Research Support Committees.

Policy 10 Job Description of Disease and Research Committee Chair

Additional responsibilities were added to the job description as items 20, 21, and 22.

Policy 24 Procedural Guidelines for all SWOG Publications

This policy was revised to address the following: author selection guidelines for secondary endpoints, translational medicine and dataset analyses papers; formula for accrual authorship, new term limits for disease/discipline committee chairs implications for senior author selection; inclusion in authorship of disease/discipline committee vice-chair, organ site or subcommittee co-chair; dual or co-primary/lead or dual or co-senior authors; inclusion of other co-authors; inclusion NCTN Intergroup Publications recommendations; and procedure for crediting editorials authored by SWOG investigators.

Policy 33 Institutional Performance Review

This policy has been revised to reflect the changing nature of SWOG trials and to better align our performance statistics to the NCI's requests.

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Policy 38 Dosing Principles for Patients on Clinical Trials

This policy has been revised to add in information for calculation of IBW in patients under the height of 60 inches. A calculator link has also been inserted into the document.

Policy 40 Membership of Non-United States Institutions

This policy has been revised to delete the following sentence from item #5:

“Additional costs of travel for auditors, or alternate (contract) auditing will be arranged and funded by the non-U.S. institution (with agreement from the Group required).”

Policy 45 Press Releases and Media Relations

This policy has been revised to add additional details regarding press releases, media relations and investigator responsibilities.

New SWOG Procedure

SWOG has added a new procedure on Social Media. This procedure can be viewed on the Policy section of the SWOG Website.

